

**AS PER THE BUILDING  
INSPECTOR:**

**ALL ITEMS REQUIRED FOR  
PERMIT PROCESS**

**MUST BE INCLUDED OR  
APPLICATION**

**WILL NOT BE  
ACCEPTED**

***(no exceptions)***

**ANY QUESTIONS PLEASE CALL THE  
BUILDING INSPECTOR @ (845) 831-7800  
ext 3321.**



**TOWN OF FISHKILL**  
**CODE ENFORCEMENT**

# **TOWN OF FISHKILL**

## **OFFICE OF MUNICIPAL DEVELOPMENT**

807 Route 52, Fishkill, New York 12524-3110

website: [www.fishkill-ny.gov](http://www.fishkill-ny.gov)

(845) 831-7800 ext. 3322 Fax: (845) 831-3256



**NEW YORK STATE**  
**CODE ENFORCEMENT**

## **RENOVATION, REPAIR, ALTERATION, RECONSTRUCTION**

### **BUILDING PERMIT PACKAGE**

1. **CONSTRUCTION DRAWINGS**- Need to submit two (2) drawings showing existing spaces and the proposed area to be renovated or repaired which include:
  - A floor plan for each floor showing all doors sizes, windows sizes, identify egress windows, % of light, ventilation and ceiling height in each room, dimensions of rooms and building, label use of rooms, smoke detectors, and heating equipment.
  - Show a section view of the wall construction and fire separation construction. Identify on the plans new and existing construction.
  - Stamp and signature by New York State Registered Architect or Professional Engineer may be required on plans and specifications for structural modifications.
2. **ENERGY CODE COMPLIANCE**- R-Values for the walls, ceilings, floors, windows and doors. Energy Conservation Construction Code of New York State.
3. **WORKERS' COMPENSATION and CERTIFICATE OF LIABILITY** – Proof of insurance must be submitted from the contractor and/or homeowner at the time of the application.
  - Contractors **MUST** submit Certificate of Liability naming Town of Fishkill or homeowner of project as Certificate Holder.
  - Contractors **MUST** submit Certificate of Workers Compensation (not acceptable on Accord forms) or Affidavit in lieu thereof---signed and stamped by Workers Compensation Board.
  - Homeowners doing their own projects **MUST** fill out form BP-1 (included in packet) and have notarized.
4. If contractor is applicant, the contractor **MUST** provide a letter from the homeowner authorizing him to file for Building Permit.
5. **All applications MUST be complete before review by a Building Inspector.**

**BUILDING PERMIT APPLICATION**

Application/Permit #

Application/Permit # [ ] [ ] - [ ] [ ] [ ]

**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

The undersigned hereby applies for a permit to completely perform work in accordance with the description, plans, specifications and/or professionally prepared design standards and such conditions as may be indicated on the permit. The permit must be filled out completely and often requires the previous approvals of other agencies which must be included with the application. All provisions of the Town of Fishkill, local law and all other appropriate rules and regulations shall apply. The permit does not constitute authority to perform work in violation of any federal, state or local laws.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUILDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUILDING SITE LOCATION: \_\_\_\_\_

(Road: Town, County, State or Private)

TAX GRID NUMBER: #06 [ ] [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

PROJECT: \_\_\_\_\_

(Check all that apply.)

- Construction of New Building
- Demolition
- Factory Manufactured Home
- Conversion - Change in Use/Occupancy
- Alteration
- Addition to Existing Building
- Repair to Existing Structure
- Installation/Replacement of Equipment and Systems
- Installation/Extension of Electrical Systems
- Pool - Above Ground: size \_\_\_\_\_
- Pool - In-Ground: size \_\_\_\_\_
- Garage, Attached
- Garage, Detached
- Noncommercial Storage Building (shed)
- Deck/Porch
- Solid Fuel Heating Device (woodstove, pellet stove, fireplace)
- Sign
- Other: \_\_\_\_\_

Size of Structure (dimensions): \_\_\_\_\_ Square Footage: \_\_\_\_\_

Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_ No. of Bathrooms: \_\_\_\_\_ Finished Basement? \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ Fire District: \_\_\_\_\_

Proposed Setback Minimums:

Distance of structure from... Front Line: \_\_\_\_\_ Rear Line: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

Road Frontage (feet): \_\_\_\_\_ Lot Area (acres): \_\_\_\_\_

- Planning Approval - Site Plan, Special Use, etc.
- Town Variance (attach ZBA resolution)
- State Variance (attach Board of Review resolution)
- Driveway Permit - Town, County, State DOT
- Water/Sewer District Approvals
- Wetland
- Flood Plain
- SAN 34 Form - Dept. of Health Approval
- Manufactured Home: Stamped and Signed Plans
- Trusses: Stamped and Signed Plans
- Energy Code Compliance Sheet
- Electrical Inspection Agency: Application Filed
- Attached Plot Plan or Survey
- INSURANCE / WORKERS COMPENSATION**

**ESTIMATED COST OF PROJECT:** \_\_\_\_\_

Zoning Dept. Use:	Bldg. Dept. Use:
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FEE: Deposit: \_\_\_\_\_ Balance: \_\_\_\_\_ Total: \_\_\_\_\_

The undersigned applicant is responsible to notify the Town and hereby consents by the execution of this application to all necessary inspections to be made by the Building and Zoning Department of the Town of Fishkill. It is the responsibility of the applicant and design professional to contact the Building Department and supervise, certify all work changed from the original plans to be appropriately recorded and approved. It is understood that authorization is hereby given for the Building Inspector/Zoning Administrator to enter premises for purposes of inspection any time prior to the issuance of the Certificate of Occupancy.

**All inspections are listed on Building Permit.**

**All applications MUST be complete before review by an Inspector.**

**MINIMUM 72 HOURS FOR PERMIT TO BE ISSUED**

\_\_\_\_\_  
Signature (Owner, Builder, Agent)

\_\_\_\_\_  
Date

## **SMOKE DETECTORS**

**§RR317.1.1 Alterations, repairs, additions and conversions.** When interior alterations, repairs, additions or conversions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

## **CARBON MONOXIDE DETECTORS**

### **Section 1228.3 Carbon monoxide alarms.**

Single and multiple station carbon monoxide alarms shall be installed and maintained in newly constructed dwelling units and multiple dwellings and in dwelling units and multiple dwellings offered for sale, as provided in this section.

(a) Where required:

- (1) one- and two-family dwellings and multiple single family dwellings (townhouses) that are constructed or offered for sale after July 30, 2002;
- (2) dwelling units in buildings owned as condominiums or cooperatives that are constructed or offered for sale after July 30, 2002; and
- (3) multiple dwellings (as defined in subdivision (f) of this section) that are constructed or offered for sale after August 9, 2005.

However, a carbon monoxide alarm shall not be required in a dwelling unit if no fuel-fired appliance, no fuel-fired equipment, no solid-fuel burning appliance, no solid-fuel burning equipment, no wood stove, no fireplace, no other appliance or device that runs on or uses flammable or combustible fuel, no system that runs on or uses flammable or combustible fuel, no attached garage, and no other motor-vehicle related occupancy, is located in, or attached to, such dwelling unit or the structure in which such dwelling unit is located.

### **(b) Location of carbon monoxide alarms.**

- (1) In the case of a building that contains at least one dwelling unit (as defined in subdivision (f) of this section), at least one carbon monoxide alarm shall be provided in each such dwelling unit. The required carbon monoxide alarm shall be installed in the immediate vicinity of bedroom(s) on the lowest floor level of the dwelling unit containing bedroom(s).
- (2) In the case of a building that contains at least one sleeping unit (as defined in subdivision (f) of this section), at least one carbon monoxide alarm shall be provided on each floor level containing sleeping unit(s). The required carbon monoxide alarm shall be installed in the immediate vicinity of such sleeping units(s). In addition, at least one carbon monoxide alarm shall be provided inside each sleeping unit that contains any fuel-fired appliance, fuel-fired equipment, solid-fuel burning appliance, solid-fuel burning equipment, wood stove, fireplace, any other appliance or device that runs on or uses flammable or combustible fuel, or any system that runs on or uses flammable or combustible fuel.
- (3) In the case of a building that contains at least one dwelling unit (as defined in subdivision (f) of this section) and at least one sleeping unit (as defined in subdivision (f) of this section), compliance with paragraph (1) and paragraph (2) of this subdivision shall be required.

(c) **Equipment and installation.** Carbon monoxide alarms shall be listed and labeled as complying with UL 2034-2002 (Single and Multiple Station Carbon Monoxide Alarms, Second Edition, October 29, 1996 - with revisions through and including June 28, 2002, published by Underwriters Laboratories, Inc.), shall be installed, used and maintained in accordance with the manufacturer's installation instructions, and shall conform with paragraphs (1) and (2) of this subdivision. This subdivision shall not preclude the installation of listed combination smoke/carbon monoxide alarms.

(1) **Power source.** Carbon monoxide alarms are permitted to be permanently connected to the building wiring system, connected by cord or plug to the wiring system, or battery operated. Where carbon monoxide alarms are permanently installed, they shall receive their primary power from a lighting circuit of the building wiring system, provided that such wiring system is served from a commercial source. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

**WORKERS COMPENSATION AND DISABILITY INSURANCE REQUIREMENTS**  
**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

New York State law requires an applicant for a Building Permit to submit proof of Workers Compensation Insurance and proof of Disability Insurance. This proof must be on the following forms:

**For Workers Compensation**

**C-105.2**

**U-26.3**

**SI-12**

**GSI-105.2**

**For Disability**

**DB-120.1**

**DB-155**

**ONLY THE ABOVE FORMS ARE ACCEPTABLE. BE ADVISED THAT "ACORD" FORMS ARE NOT ACCEPTABLE AS PROOF OF WORKERS COMPENSATION OR DISABILITY COVERAGE.**

**You can get the proper forms from your insurance company.**

**If you are a homeowner doing your own work on your own house, you may be eligible for exemption from the above requirements. Please ask us for a homeowner's exemption form.**

**If you are a business of one or two persons, with no full-time employees, you may be eligible for exemption from the above requirements. Please acquire form #C-105.21 from your local office of the Workers Compensation Board.**

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

**\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\***

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p>Sworn to before me this _____ day of _____</p> <p>_____ (County Clerk or Notary Public)</p>
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**Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.**

## LIST OF ELECTRICAL INSPECTION AGENCIES

### **Commonwealth Electrical Inspection Service, Inc.**

CEIS Inc., 176 Doe Run Road, Manheim, PA 17545

**(800)801-0309 Fax: (315)736-0461**

**<http://www.codeservices.net/>**

Local Inspector(s):

**Ron Henry (845) 541-1871 (voicemail 24/7)**

**(845)562-8429 Office and Fax**

2 Mallard Drive, Newburgh, NY 12550

### **Z3CONSULTANTS**

19 Fowler Avenue, Poughkeepsie, NY 12603

**(845) 471-9370 Gary Beck, Jim Greaves**

**[www.Z3Consultants.com](http://www.Z3Consultants.com)**

### **Atlantic-Inland, Inc.**

997 McLean Road, Cortland, NY 13045

**(845)876-8794 or (800)758-4340**

**<http://www.atlanticinland.com>**

**William Jacox (845)876-8794**

12 Ackert Hook Rd., Rhinebeck, NY 12572

### **New York Board of Fire Underwriters**

111 Washington Ave., Albany, NY 12210

**(518)463-2122 or (800)356-2556 Fax: (518)463-8332**

**<http://www.nybfu.org/electricalbureau.htm>**

**Pat Decina (845)855-7224**

### **Middle Department Inspection Agency, Inc.**

142 Troy-Schenectady Rd., Watervliet, NY 12189

**(518)273-0861 or (800)873-6342 Fax: (518)273-1202**

**<http://www.mdia.net/>**

**David J. Williams (800)479-4504**

### **Tri-State Inspection Agency**

PO Box 1034, Warwick, NY 10990

**(845)986-6514 or (800)847-6264 Fax: (845)986-0535 9AM to 6PM**

Local Inspector(s):

**Lou Ambrosia (845)986-6514 9AM to 6PM, Mike Gromwaldt (845) 223-6793**

**Bob Stumbo (845) 656-9693, Nick DiFusco (914) 438-6776**

### **New York Electrical Inspections**

PO Box 384, Amenia, NY 12501

**(845)373-7308 Fax: (845)373-7309**

### **New York Electrical Inspection Services, Inc.**

54 North Central Avenue Elmsford, NY 10523

**(914) 347-4390 Fax: (914) 347-4394**

### **The Inspector, LLC**

7063 State Route 374, Chateaugay, NY 12920-0000

**(518) 497-9918**

### **\*\*\*IMPORTANT\*\*\***

All new electrical work requires inspection(s) by one of the approved electrical Inspection agencies listed above. Connection of electrical work without proper Inspection is a violation of the Code of the Town of Fishkill and subject to fines.

**ABBREVIATED SUMMARY OF PERMIT FEES – RESIDENTIAL**  
**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

**RESIDENTIAL BUILDING PERMITS**

Minimum Fee (or minimum fee required to submit an application):	\$ 75.00
See miscellaneous fees for retroactive work, electrical only work, etc.	
<b>New Home Construction</b> (per \$1000 of estimated construction cost less land value):	\$ 12.00/\$1K
<b>Additions:</b>	0.40/sq.ft.
New finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
<b>Interior Alterations:</b>	0.30/sq.ft.
Existing finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
<b>Garages:</b>	
Attached:	0.40/sq.ft.
Detached:	0.40/sq.ft.
<b>Storage Buildings (sheds):</b>	
Up to 400 square feet:	\$75.00
<b>Decks/Porches/Patios:</b>	
Open or with roof cover only:	0.30/sq.ft.
Enclosed:	0.40/sq.ft.
Patios (impervious or associated with a pool):	0.20/sq.ft.
<b>Plumbing installations (alterations not included):</b>	
Kitchens:	20.00 each
Half bath (two fixtures):	20.00 each
Full bath (three fixtures):	20.00 each
Future rough-in:	10.00 each
<b>Pools:</b>	
Above ground (deck, platform or patio not included):	75.00 each
In ground (deck, platform or patio not included):	75.00 each
<b>Conversions:</b>	
Extended one-family use (alterations not included):	125.00 each
Accessory apartment use (alterations not included):	125.00 each
<b>Heating Equipment (Furnaces, Boilers, Woodstoves, Pellet Stoves, Fireplaces, etc.):</b>	
New installations (alterations not included):	50.00 each
Replacements (alterations not included):	50.00 each

**MISCELLANEOUS FEES – RESIDENTIAL**

Retroactive Work (in additional to above fees for each occurrence):	\$250.00 <u>PLUS</u>
Additional fee required to submit a Building Permit application or Building Permit for work commenced or completed prior to approval of such Building Permit or amendment.	10% of the Cost of construction amendment
Electrical Work Only:	\$50.00 each
Temporary Construction/Office Trailer (requires Planning Board approval):	125.00/year
Sign - New Construction/Installation/Electric - (separate Zoning Permit is also required):	150.00 each
Re-inspection Fee (for re-scheduling of inspections, assessed at the discretion of the Building Inspector):	50.00 each
Municipal Files Searches (transcript of records only):	175.00 each
Additional fee for an on-site verification inspection:	125.00 each
Land Development Permit (Chapter 78):	100.00 each
(Fee applies only to applications that are not connected to site plan, subdivision, special use permit or building permit applications.)	
Top Soil and Excavation Permit (Chapter 128-5A):	100.00 each
(Fee applies only to applications that are covered under Chapter 128-5A.)	
Landscaping or Driveway Bond - administration fee (nonrefundable - notes 4 & 5):	\$ 100.00
(Bond amount shall be equal to cost of seeding or paving.)	
<b>Building and/or Structural Demolition:</b>	
Minimum Fee (includes work covering up to and including 250 square feet):	\$ 50.00
Add to minimum fee for each square foot, or fraction thereof, exceeding 250 square feet:	0.10/sq.ft.